

**THRESHOLD/**

# **Office Manager / Bookkeeper**

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## **AT THRESHOLD WE BELIEVE THAT MORE IS IN YOU™**

Our Purpose is to help people realise their potential through world-class events.

We do this by:

- Supporting individuals to go beyond what they feel is possible
- Showing clients how they can fulfil their potential as responsible businesses
- Enabling charities to maximise their fundraising and supporter engagement
- Inspiring our employees to be the best versions of themselves

In 2024, our team successfully delivered over 45 mass participation events across the UK and beyond, empowering more than 60,000 people to discover what they're truly capable of. Along the way, these events raised over £16 million for charity.

This year, we're on track for our biggest year yet, partnering with some of the UK's most successful companies and charities to once again prove that More Is In You™.

## **We're looking for a new Office Manager to join our team**

To support our talented team in delivering their best work, we're seeking a highly organised Office Manager who can take ownership of the smooth day-to-day running of our business.

This role is central to our success — you'll be the oil in the Threshold engine, ensuring everyone has what they need to excel. It's a unique blend of administrative efficiency and strong interpersonal relationships, offering a fantastic opportunity for the right candidate.

You'll report to the Chief Client Officer and gain exposure to all aspects of the business.

### **Key Responsibilities**

Your role will cover a wide range of responsibilities, including:

- Office administration and process management
- Basic bookkeeping using Xero and our event payment system, Equals
- HR support and employee wellbeing initiatives
- Supporting internal operations and team logistics
- We understand that this is a broad remit. We're not expecting one person to do it all — we're looking for someone who excels in several of these areas. For anything outside your expertise, we'll provide support through internal or external resources.

Ideally, you'll have:

- Experience in a similar role
- Confidence handling sensitive information at a senior level
- Familiarity with Xero or similar accounting software
- A proactive attitude and a willingness to get involved in all aspects of Threshold life

If this sounds like you, read on to get a feel for what life is like at Threshold...



# THRESHOLD/





# THRESHOLD/ WHAT'S THE JOB

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## **THINK IT MIGHT BE THE PLACE FOR YOU? THIS IS THE JOB ON OFFER.**

These are the main areas of responsibility. We have established system in place you can pick up and adapt, and you will also be supported by the team around you.

### **Office Management**

- Be the welcoming face of Threshold, greeting all guests to the office with warmth and professionalism.
- Act as the highly organised go-to person for the smooth running of our office — managing relationships with our landlord, cleaners, IT providers, phone systems, post, licences, insurance, stationery, and more.
- Keep the office tidy, well-equipped, and running efficiently.
- Manage the Threshold and careers inboxes, as well as incoming phone calls.
- Take responsibility for forecasting and reconciling office management expenses.

### **Finance Support**

- Assist with weekly finance processes, including:
- Uploading and processing supplier invoices in Xero
- Reconciling bank and credit card transactions
- Processing expenses and payments

### **HR Administration**

- Support payroll and employee benefits, including private healthcare, pensions, travel insurance, parental leave, cycle-to-work schemes, and long-service rewards.
- Lead onboarding of team members, including preparing contracts (with support).
- Ensure staff are using internal systems correctly, such as Timetastic, TOIL, and Harvest.

### **People Engagement**

- Help deliver our internal training calendar — scheduling sessions, coordinating trainers.
- Support the Health & Wellbeing team in organising activities like team lunches, beach sports, book clubs, spot prizes, and our wellbeing newsletter.
- Collect and report on employee engagement survey results, offering insights and recommendations.

### **What You'll Enjoy**

- Working in a fast-paced environment with a driven and focused team
- Staying highly organised and taking pride in your attention to detail and discretion
- Thinking ahead — anticipating busy periods and managing your workload proactively

### **Skills That Will Help You Succeed**

- A natural problem-solver who can multitask and meet tight deadlines
- Confident using Xero and other digital tools
- Experience in basic HR administration
- Able to work independently and know when to escalate issues appropriately
- Quick to learn new systems and processes, using your initiative

We don't expect you to tick every box. We're looking for someone with potential and passion for what we do. We'll shape the role around the right person and support you to grow into it.

# THRESHOLD/ THE PACKAGE

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**SALARY:** £35k to £40k per annum

**BONUSES:** Potential for performance and company-related bonuses

**HOLIDAY:** 28 days (inc. bank holidays) plus time off between Christmas and New Year

**PENSION:** 5% employer contribution

**FLEXIBLE HOURS:** 9-5 pm core hours with option of early or late starts

**TERM:** Full-time contract, 5 days per week but open to suggestions subject to personal circumstance

**LOCATION:** Primarily Brighton office-based with potential for some remote working

**START DATE:** Immediately

## WE LIKE TO KEEP PEOPLE HEALTHY

- Vitality Healthcare which includes:
  - Discounted Apple Watch if you keep active regularly
  - Upto 50% off a pair of trainers every year and free annual health checks
  - Subsidised gym membership, free coffees and cinema tickets
- £250 challenge fund each year to put towards a challenge of your choosing
- Free entry into Threshold events and discounts for friends and family
- 1 additional day off for every weekend day worked on an event
- Free boot camps, Pilates, Yoga and afternoon energisers led by other Thresholdians
- Flexible time during the day to exercise or take time out
- Option to buy additional holiday at a discounted rate
- Free fruit and other treats in the office (and a well-stocked free bar)

## WE LIKE BEING SOCIAL

- Annual 3-day business planning and celebration trip (fully funded)
- Programme of activity throughout the year from beach cleaning to tennis club to more active pursuits
- Regular catch-ups in the pub to put the world to rights
- Fun, welcoming and lively environment in a bright and social office

## WE LIKE TO KEEP LEARNING

- Training from the best in the industry by working with an award-winning team
- Internal training sessions e.g. sales techniques, presentation, negotiation

## WE LIKE TO GIVE BACK

- 5yr & 10yr long service rewards with additional annual leave and adventure funding
- Match Funding of up to £100 for any fundraising challenges you take on
- Volunteering days available each year upon request

# THRESHOLD/ HOW TO APPLY

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## WE WANT TO GET TO KNOW YOU

The recruitment process is a 3-parter. You are interviewing us as much as we are you and we will cover the important stuff, but also dig into the interesting stuff:

1. **The written work:** Submit an up to date CV (yours ideally) and a cover letter about why you think you would be the ideal candidate for the job
2. **An initial interview:** We will then want to chat in person, online or on the phone to see if we think you would thrive at Threshold
3. **The final test:** If you make it through this far we'll ask you to complete a task relevant to your role and come in to present it. We will also get you to meet a range of the team from senior and junior levels. Come armed with questions for us as well.

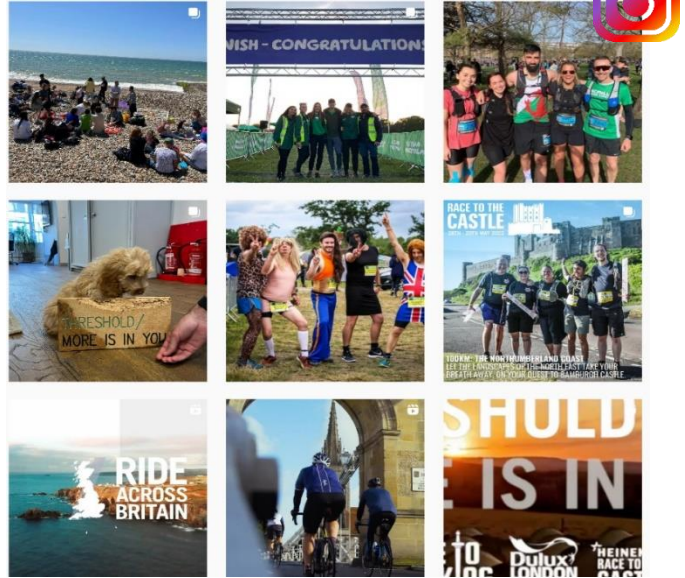
To apply please send a CV and cover letter of why you would be suitable for the role to [careers@thresholdsports.co.uk](mailto:careers@thresholdsports.co.uk)

# THRESHOLD/ LIFE AT THRESHOLD

CLICK TO MEET THE TEAM



GET A FEEL FOR THE EVENTS



A FEW OF THE COMPANIES WE ARE PROUD TO CALL CLIENTS

